

RESTRICTED

Approved For Release 2002/08/23 : CIA-RDP70-00211R000100210008-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Building Maintenance & Utilities Division DATE: 14 October 1952

FROM : Chief, Records Management & Distribution Branch

SUBJECT: Cost Estimate for a New Records Center Building

1. We are now preparing a staff study for the purpose of justifying the erection of a separate Records Center Building

2. As a part of this study we would appreciate your obtaining schematic drawings and cost estimates from the GSA for a building meeting the general specifications shown below. Two estimates should be obtained, one for the building above ground and one below.

Design: Simple one story fireproof building with economical fixtures and finishes throughout. A fire detection, but not a sprinkler system, should be included.

Construction: Reinforced concrete, concrete floors with asphalt tile on office and aisle areas.

Storage Area: Secured with combination locks on the doors, preferably one large area.

Lighting: Florescent lighting throughout with fixtures in storage area to be centered in aisles 60" from center to center.

Approximate Space Assignments:

Records	57,500
Office	400
Storage (Secured Areas)	400
Processing	400
Reading or Searching Rooms	600
Microfilming	200
TOTAL	59,500

3. Please expedite this request as much as possible.

Approved:

Chief, General Services

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Security Information

(a) above ground
(a) below

275,000
7.50 sq ft.
22.50 " "
40,000
600,000 cubic feet.